

**SAINT PAUL PARKS AND RECREATION
Policy and Procedures - Operations**

NUMBER: DIV. 7.3
PLACEMENT: Fees, Rental, Permit and
Other Charges

Effective Date: 01/01/03
Updated: 11/08

SUBJECT: SHOWMOBILE RENTAL RATES POLICY

PURPOSE: To provide clear expectations on free uses, applicable fees and reservation priorities of the Showmobile (covered stage).

SCOPE: All Users of the Showmobile

POLICY STATEMENT:

EXPECTATIONS

CITY OF SAINT PAUL AND DEPARTMENT OF PARKS AND RECREATION USE

Only uses with delivery and pickup between 7:30 a.m. and 3:00 p.m., Monday through Friday will qualify as a free use. If delivery or pickup must be completed on Saturday or Sunday or outside the hours listed above, applicable rental fees will apply.

- Each City Councilmember will receive one free Showmobile use per calendar year.
- Each of the five Recreation Services Team Area Coordinators will schedule **five** free Showmobile uses per calendar year.
- The Como Campus will receive two free Showmobile uses per calendar year.
- Community Education will receive two free Showmobile uses per calendar year.
- The Marketing Department will receive ten free Showmobile uses per calendar year to support community festivals.
- Use of both Showmobiles for the same event represents two uses.
- Showmobiles that are reserved for multiple day events will be charged for each day.

OTHER CITY DEPARTMENTS AND CITY OF SAINT PAUL NON-PROFIT ORGANIZATIONS

- City departments and non-profit organizations that are located within the City of Saint Paul proper and who are holding events within the city limits may reserve the Showmobile for the established non-profit rate of **\$425.00** per event.
- If the extra stage is requested, a \$150.00 fee will be charged in addition to the **\$425.00**.
- If the generator is requested, a \$20.00 fee per hour with a minimum charge of \$100.00 will be charged in addition to the **\$425.00**.
- The Park Permit Office may require proof of non-profit status.

ALL OTHER RENTALS

- All other rentals will be charged the standard rental rate of \$100.00 per hour of use and \$450.00 for the minimum three hours portal-to-portal fee or the maximum daily rate of \$1,000.00.
- Events that are not located within the City of Saint Paul proper will be charged the \$1,000.00 maximum daily rate within 20 miles of 1100 Hamline Ave. No. (using Mapquest). Destinations farther than 20 miles will be charged an additional \$.75 per mile fee for delivery and pickup.

FREE USE REQUESTS

- Requests for free use of a Showmobile must be submitted to the Recreation Service Team Area Coordinator or the Marketing and Promotions Department for their review. If the free Showmobile use is approved, the Recreation Service Team Area Coordinator or the Marketing and Promotions Department will contact the Park Permit Office with the request to reserve the Showmobile. After a Showmobile has been placed on hold, an application will be sent to the event planner by the Park Permit Office. If the Showmobile free use request is not approved, it is expected that the applicable rental fee will be paid.

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PRIORITY OF RESERVATIONS

The Park Permit Office will begin accepting reservations for Showmobiles for events occurring in 2009 as follows:

- From December 1-15, 2008 applications will be accepted for *free uses only* from Recreation Center Service Team Area Coordinators, Marketing and Promotions staff, Como Campus staff, City Councilmembers, and Community Education. A committee of Parks staff will review all applications received during this time period. If conflicting requests for the same dates are received, the committee will provide a recommendation to the Director of the Department of Parks and Recreation on how the Showmobiles should be distributed based upon factors such as if it is a Parks and Recreation sponsored event, rotation factor, public purpose, etc. Applications for Recreation Services free uses will be reviewed for appropriateness of free use, including size of event and activities planned.
- From December 16-26, 2008 applications will be accepted from Recreation Center Service Team Area Coordinators, Marketing and Promotions staff, Como Campus staff, City Councilmembers, and Community Education for fee-based reservations. A committee of Parks staff will review all applications received during this time period. If conflicting requests for the same dates are received, the committee will provide a recommendation to the Director of the Department of Parks and Recreation on how the Showmobiles should be distributed based upon factors such as if it is a Parks and Recreation sponsored event, rotation factor, public purpose, etc.
- Beginning **January 2, 2009** reservations for Showmobiles will be **open to the public and reservations made on a first come, first served basis.**
- **PLEASE NOTE: Submission of application does not guarantee reservation of a Showmobile until written confirmation of reservation is provided by Park Permit staff to the applicant.**

REQUIRED ITEMS: 2009 Showmobile application form

Owner: Karen Clark, Office Manager

Next Review Date: 11/09

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